HIMANSHU TIWARI

(Assistant Project Manager)

✉ Gmail   📞 Phone   GitHub   in LinkedIn   🌐 Website   📍 Hyderabad

PROFESSIONAL EXPERIENCE   (19 Months)

Agile Group | Assistant Project Manager   Jan 2023 - Dec 2023

- Spearheaded the PMKYV 4.0 RPL Project, surpassing goals within a condensed timeframe and driving a 250% increase in the number of trained candidates.
- RPL included scheduling training, batch creation, monitoring, and maintaining proper data.
- Synchronized branches to ease the project completion.
- Prepared and worked on MIS reports of various branches and documentation work.
- Used Project Mgmt. tools to analyse the project data and maintain seamless progress.
- Developed a comprehensive cost-tracking system that provided real-time budgetary updates, empowering better financial decision-making.

MeGo | Project Coordinator   Jun 2022 - Dec 2022

- Used laboratories and various equipment to examine the product quality and positioning.
- Done research and development work from various sources to accomplish new genuine products.
- Used graphic tools to create reels/shorts to promote the products to larger customers.
- Performed consultant reviews and provided client feedback on performance.
- Earned discretionary bonus for work accomplished on challenged projects.

FREELANCE EXPERIENCE   (09 Months)

Freelance Graphic & Web Designer   Jan 2024 - Present

- Managed client's social portfolios with creative posts and daily updates.
- Used Graphic design tools to create the best designs for companies social media.
- Created various applications such as portfolios, advertisements, brochures, magazines, and reports.
- Created compelling website layouts and content for eCommerce and non-eCommerce clients.

HARD SKILLS

- ClickUp
- Trello
- MS Office
- Odoo Project
- Jira Tool
- Kanban
- Gantt charts
- Adobe (Ps-Pr-Ae)

SOFT SKILLS

- Planning
- Leadership
- Communication
- Risk-Management
- Adaptability
- Budgeting
- Problem Solving
- Project Scoping

EDUCATIONAL QUALIFICATION

IGNOU, NEW DELHI

Master of Business Administration in Project Management (Pursuing)

Statistics: O Grade (Core Subject)
Entrepreneurship: O Grade (Coursework)
Marketing Management: A Grade (GE Subject)

AWARDS & CERTIFICATIONS

- Appreciation by Agile Group.
- 'Best Performer' - MeGo.
- IBM Project Management
- Google Project Management
- Microsoft Project Management